

FSTATE OF CALIFORNIA
DUTY STATEMENT
 (07/14)

STATE COASTAL CONSERVANCY

Shaded area for Personnel Office use only

		Effective Date:	
1. OFFICE State Coastal Conservancy		POSITION NUMBER (Agency - Unit - Class - Serial) 536-200-5157-XXX	
2. HEADQUARTER LOCATION Oakland, CA		3. CLASS TITLE Staff Services Analyst (SSA)	
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m.		5. SPECIFIC LOCATION ASSIGNED TO	
6. PROPOSED INCUMBENT (If known)		7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-200-5157-XXX	
All employees are expected to work cooperatively with others; maintain regular, consistent and predictable attendance; possess integrity, initiative, dependability and good judgment.			
8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction and guidance of a Regional or Deputy Regional Manager, incumbent will help administer grant programs and projects for the South Coast Program under the general themes of habitat restoration or enhancement, public access, open space protection, sea level rise adaptation, agricultural preservation, and "Explore the Coast." Incumbent will work with public agencies, nonprofit organizations, and others to identify opportunities to achieve Coastal Conservancy objectives, and support planning and implementation of these projects. Incumbent's duties reflect the priorities identified in the Conservancy's Strategic Plan. The work produced by the SSA will be reviewed by the Regional/Deputy Manager or produced with the assistance or guidance of a CPDM, CPDS, or CPDA II.			
9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
90%	ESSENTIAL FUNCTIONS <u>Coastal Conservancy Project Development and Management</u> Evaluate proposed projects to conserve land, restore or enhance habitats, adapt to climate change, increase public access and recreational opportunities or facilities, conserve working lands, provide for urban greening, implement the Explore the Coast program, and to achieve other Coastal Conservancy objectives. Perform feasibility analyses, gather, and review necessary information, travel as necessary to make site inspections and/or to meet with grant applicants and others during project development. Write staff recommendations with guidance from supervisor or other staff, and present projects at Conservancy Board meetings. Manage or assist with managing of grants and contracts related to projects, including follow-up to ensure compliance with terms of contracts and/or grant agreements and invoice review and approval. Provide technical assistance to grantees and partners to develop projects and receive funding from the Conservancy.		
10%	<u>General and Administrative Responsibilities</u> Comply with general State and Conservancy rules, policies, standards, etc., such as maintaining regular hours of work as directed by supervisors, submitting timesheets, travel claims and other such forms in a timely manner, and attending trainings and staff meetings. Work cooperatively with other Project and Administrative staff members.		
100%			
11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE	DATE
12. EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT			
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.			
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	DATE

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GS 907T (REV. 03/03)

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	<p>KNOWLEDGE, SKILLS AND ABILITIES</p> <p>Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Education or experience in any field related to the Conservancy's work: Public Administration, Business Administration, Environmental Science, Environmental Planning, City or Regional Planning, Natural Resource Management, Architecture, Economics, Geography, Biology, Earth Science, Civil Engineering, or a closely related field. • Experience managing projects, programs, or events, including tracking schedules and deliverables. • Lived or work experience engaging with historically underserved communities and responding to those communities' concerns and issues. • Ability to take initiative and work independently. • Ability to work effectively with others as part of a team. • Experience developing budgets, and tracking expenditures relative to a budget. • Experience researching, summarizing, and analyzing information and/or data • Sound written and verbal presentation skills. • Willingness as a learner to do routine or detailed work to learn the practical application of administrative principles; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational interests; willingness and ability to accept increasing responsibility. • Bilingual speaker of a language used by large numbers of people in California. <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Display good interaction skills. • Interact successfully in a team environment. • Communicate successfully in a diverse community. • Communicate effectively with individuals from varied experiences, perspectives and backgrounds. • We are a public agency; understand the importance of professional conduct when interacting with individuals who may display a range of behaviors.

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	<p>WORK ENVIRONMENT</p> <p><u>Work Environment</u></p> <ul style="list-style-type: none"> Monday through Friday Indoor work is standard and will require working on a computer up to eight hours per day. Will need to sit or stand for long periods; work may require repetitive movements in the performance of daily duties Outdoor work is occasionally necessary; work environment may involve a range of climatic and physical conditions such as exposure to rain, heat, cold, fumes, dust, air contaminants, stinging insects, poison oak, and rattlesnakes; and/or work around water May require working in occasional confrontational situations with project partners, grantees, or members of the public Expected to multitask, meet deadlines, and adjust to changing priorities in a cooperative manner Expected to attend and participate in meetings with staff of other agencies, and grantees Travel via automobile or plane to meetings and project sites may be required during project development, management, and/or monitoring; work may involve dealing with a range of traffic conditions <p>PHYSICAL OR MENTAL ABILITIES</p> <p><u>Reading:</u> Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis</p> <p><u>Writing:</u> Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience</p> <p><u>Mathematics:</u> Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.</p> <p><u>Organizing and planning:</u> Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.</p> <p><u>Using social skills:</u> Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p> <p><u>Adaptability:</u> Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.</p> <p><u>Working in teams:</u> Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.</p>

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	<p><u>Leading others:</u> Motivate, inspire, and influence others toward effective individual or team work performance, goal attainment, and personal learning and development by serving as a mentor, coach, and role model and by providing feedback and recognition or rewards.</p> <p><u>Building consensus:</u> Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving differences in such a way as to promote mutual goals and interests; by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.</p> <p><u>Self and career development:</u> Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.</p> <p><u>Listening:</u> Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p><u>Speaking:</u> Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.</p> <p><u>Using information and communications technology:</u> Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</p> <p><u>Gathering and analyzing information:</u> Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information</p> <p><u>Analyzing and solving problems:</u> Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.</p> <p><u>Making decisions and judgments:</u> Make decisions that consider relevant facts and information, potential risks and benefits, and short- and long-term consequences or alternatives.</p>